

# OFFICE OF FINANCIAL MANAGEMENT

BUDGET AND ALLOTMENT SUPPORT SYSTEMS (BASS)

## *CAPITAL BUDGETING SYSTEM (CBS)* **STEPS TO GRANTS APPROPRIATION REQUEST** *TUTORIAL*

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*Version 1.2 FINAL*




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## About this Tutorial

This tutorial was developed to take budget staff through the sequential steps of building a budget using CBS.

This tutorial can be used in a formal training session, for individual practice, or developing the agency budget request. Actual values to be entered when using in training or for practice are highlighted on each task. Each step is preceded by a brief explanation of the task and its importance in your budget development as well as general business rules. Specific business rules and recommendations for entering your budget are denoted with a  on the task. Appendix 1 contains a central listing of all these business rules.

Every effort is made to ensure that the CBS Grants Management tutorial and OFM Budget Instructions agree in every way. In case there is a discrepancy, the OFM Budget Instructions take precedence.

Not every feature of CBS will be covered in training. The CBS Complete System Manual is available to users. This document explains every function of CBS screen by screen and is all-inclusive. This document will be made available to those who would like a copy at training sessions or is available on-line in the BASS Library under the CBS reference desk at

<http://bass.ofm.wa.gov/basspr/library/cbs.htm> or [https://services-](https://services-bass.ofm.wa.gov/basspr/library/cbs.htm)

[bass.ofm.wa.gov/basspr/library/cbs.htm](http://bass.ofm.wa.gov/basspr/library/cbs.htm) for Fortress users. Full documentation on all BASS products is available in the BASS Virtual Library available on-line at <http://bass.ofm.wa.gov/basspr/library/> or <https://services-bass.ofm.wa.gov/basspr/library/> for Fortress users. The library may also be accessed by the help links available in the BASS applications.

## **LESSON 1 – ENTER GRANTS MANAGEMENT PROJECTS**

## Lesson 1, Task 1 - Establish a CBS Version

Prior to entering a new budget into CBS, a new version will need to be established. A version is a group of related projects. In this case the relation is all the projects that comprise of the agency biennial 10-Year Capital Plan. This step will take the user through entering the new version.

1. Open Internet Explorer and enter the login address  
<http://bass.ofm.wa.gov/basspr/login/login.asp> (or <https://services-bass.ofm.wa.gov/basspr/login/login.asp> for Fortress users) in the address bar of the browser. **If in a training session, skip this step**
2. Use your login ID and password to log in to BASS. *If you do not have a login ID and password, a security form is included in the back of the tutorial. Follow the instructions on the form.* **If in a training session use 10500training and training.**



3. Select the tool icon for **Capital Budgeting System (CBS)**.

**BASS Capital Budget System - Main Menu**

Create Project  
View/Edit Existing Projects  
Version Management  
Project Management

Capital FTE  
Verify Data to be Released to OFM

Exit to Main Menu   Exit and Logoff   CBS Help

4. From the CBS Menu select **Version Management**.

**Budget Management Console - Version Management**

File Edit View Tools Reports Help

Add/Update Version | Copy/Merge Version | Delete Version |

Budget Period: 2003-05

|   | Version | Title                               | Budget Type | Locked                   | Cor |
|---|---------|-------------------------------------|-------------|--------------------------|-----|
| 1 | CL      | Christines Test Version for 2003-05 | Regular     | <input type="checkbox"/> |     |
| 2 | G1      | Garys test version for 2003-05      | Regular     | <input type="checkbox"/> |     |
| 3 | VR      | BASS Practice                       | Regular     | <input type="checkbox"/> |     |
| 4 |         |                                     |             | <input type="checkbox"/> |     |

Save Reset

Agency: 105 BASS - Capital Budget System Version 1.0.16

5. Select the appropriate **Budget Period** using the dropdown list box. 2003-05
6. In the last row of the **Version** column enter any two-digit code (numbers and/or letters in any order) to distinguish this version then hit the **Tab** key. *Note: Your version code entered here is independent of any previous version codes in prior CBS budget periods or other published budgets. This code is your own. <Your initials>*
7. Assign a title to your version and hit the **Tab** key. The title may be any thing that helps you distinguish what this group of related decision packages represent. <Your Name> Practice
8. Select **Regular** from the list of **Budget Types** available in the drop down list box and hit the **Tab** key. You should now see the version you just added in blue font in the appropriate spot of the version list. *Separate tutorial documents are available for the other budget types.*
9. Hit the **Save** button to save the version.
10. Select **File / Exit to CBS Menu** from the CBS menu bar.

## Lesson 1, Task 2 – Add A Grants Management Project

The 10-Year Capital Plan is based on a list of upcoming projects requested by the agency. Development of the 10-Year Capital Plan is completed by requesting projects individually. Each grant should be entered as a stand-alone project. The grant may contain any number of sub projects.

1. Select **Create Project** from the CBS menu.

**Create Project**

Create a new project

Enter information below to define the new project.

Budget Period: 2003-05

Version: TR - BASS Training

Starting Fiscal Year: 2004

Project Number: <-- The system will assign automatically if blank.

Format = [Site]-[Facility]: [Type of Activity]  
e.g. UW Bothell-Music Hall: New Facility

Project Title: HUD Grant

Project Format: Grants Management

☒ Open Project After Save

Create Cancel

2. Select the appropriate **Budget Period** from the drop down list box. 2003-05
3. Select the appropriate **Version** from the drop down list box. <Your Initials> - <Your Name> Practice
4. Enter the estimated **Starting Fiscal Year** of the project. 2004
5. Type in a **Project Number** or leave this field blank for CBS to assign the next sequential number available. Leave blank
6. Enter up to a 35-character **Project Title** for this project. HUD Grant-<Your Name> (e.g., HUD Grant-Mike)
7. Select a **Project Format** for this project. Grants Management
8. Select the check box to **Open Project After Save**.
9. Click **Create**.



**Project Console - Project Detail**

File Edit View Tools Reports Help

Project ID: 2004-4-001 Project Format: Grants Management

General Information | Description | Project Summary | Sub Projects and Funding | Operating Impact |

Project Title: HUD Grant

Previous Project ID:

Is this project compliant with the Growth Management Act? ☐ Yes ☐ No ☒ N/A

Project Class: 4 Pass Through Grant/Other

OFM Priority: 6 Grant

Type of Project: 08 Grants

County: Statewide

City: Statewide

Legislative District: Statewide

Reset

Agency: 105 Budget Period: 2003-05 Version: (TR) BASS - Capital Budget System Version 1.0.30

10. Select the appropriate options for Previous Project ID, Compliance with Growth Management Act, Project Class, OFM Priority, and Type of Project.

- Previous Project ID - <blank>
- Project Class – 4 Pass Through Grant/Other
- OFM Priority – 6 Grant
- Type of Project – 08 Grants

*Note: If **Grants** is selected for the project format when entering the project, project class, OFM priority, and type of project will default to the grants option on this screen.*

11. Use the drop down list box to select the **County** of the project. *Note: If "statewide" is selected for one location option, all location options should read "statewide". In many cases this will default for you.* Statewide
12. Use the drop down list box to select the **City** of the project. Statewide
13. The Legislative District drop down list box should now be filled with the appropriate district options. If more than one district is available, choose from the resulting list. Statewide
14. Click the **Description** tab.

15. Click in the **Project Published Summary** text block and enter an appropriate summary for the project. *Note: The Project Published Summary will be electronically submitted to OFM for use in development of the Governor's 10-Year Capital Plan. This should be a very brief summary appropriate for Governor document publication. Assists local governments, housing authorities, tribes, and non-profit agencies build and operate low-income and assisted-living housing.*
16. Click in the **Project Description** text block to record your full project description. *Note: The questions in the text block serve as a template for what type of information OFM will be looking for in your project description. You may edit or delete the questions as needed to meet the needs of this project.*  
  
**What is the purpose of the grant/project? What are the anticipated results?**  
This project is vital to the agency goal to assist in providing affordable housing options for low-income families.
17. Click **Spell Check** while still in the **Project Description** text block and follow prompts to complete. Be sure to check "Yes" when asked if you would like to check spelling in the Published Project Summary.
18. Click on the **Sub Projects and Funding** tab. *Note: The Project Summary tab is optional for Grants Management projects.*

**Project Console - Project Detail**

File Edit View Tools Reports Help

Project ID: 2004-4-001 Project Format: Grants Management

General Information | Description | Project Summary | Sub Projects and Funding | Operating Impact |

| Sub Priority | Sub Project Title    | Fund AT Code | Fund Title                          | Reapprop | New Approp | Biennium 2005-07 | Biennium 2007-09 | B |
|--------------|----------------------|--------------|-------------------------------------|----------|------------|------------------|------------------|---|
| 1            | <b>Project Total</b> | 057-1        | St Bldg - State                     |          | 2,000,000  | 2,000,000        | 2,000,000        |   |
|              |                      |              | <-- Enter Fund AT Code Here         |          |            |                  |                  |   |
|              |                      |              | Sub Project Total                   |          | 2,000,000  | 2,000,000        | 2,000,000        |   |
|              |                      | <<<---       | <b>Enter Sub Project Title Here</b> |          |            |                  |                  |   |
|              |                      |              | Total Fund AT                       |          | 2,000,000  | 2,000,000        | 2,000,000        |   |

Agency: 105 Budget Period: 2003-05 Version: (TR) BASS - Capital Budget System Version 1.0.30

19. Enter the appropriate fund/appropriation type code in the white cell to the left of **← Enter Fund AT Code Here** and hit the Tab key. *Note: If an invalid fund or appropriation type is entered in this field, CBS will present a listing of valid funds and appropriation types to choose from.*  
**057-1**

20. Enter the appropriate estimates into appropriate 10-year estimate columns.

| Prior | Current | Reapprop | New Approp | 2005-07   | 2007-09   | 2009-11   | 2011-13   |
|-------|---------|----------|------------|-----------|-----------|-----------|-----------|
| 0     | 0       | 0        | 2,000,000  | 2,000,000 | 2,000,000 | 2,000,000 | 2,000,000 |

21. Select **File / Save Changes** from the CBS menu bar.
22. Select **Reports / Grants Management List**, select **No** for formatting the project as Word.

|                                     |                         |                                    |                 |          |                |           |
|-------------------------------------|-------------------------|------------------------------------|-----------------|----------|----------------|-----------|
| CBS                                 |                         | State of Washington                |                 |          |                |           |
|                                     |                         | Grant Management List              |                 |          |                |           |
| Budget Period:                      |                         | 2003-05                            |                 |          |                |           |
| Agency:                             |                         | 105 Office of Financial Management |                 |          |                |           |
| Version:                            |                         | TR BASS Training                   |                 |          |                |           |
| Sub                                 |                         |                                    |                 |          |                |           |
| Project                             |                         | Estimated                          | Current & Prior | Reapprop | New            | Estimated |
| Priority                            | Fund/Appropriation Type | Total                              | Expenditures    | 2003-05  | Approp 2003-05 | 2005-07   |
| Project: 2004-4-001                 |                         |                                    |                 |          |                |           |
| 1                                   | Project Total           |                                    |                 |          |                |           |
| 057-1                               | State Bldg Constr-State | 10,000,000                         |                 |          | 2,000,000      | 2,000,000 |
| Fund Summary for Project 2004-4-001 |                         |                                    |                 |          |                |           |
| 057-1                               | State Bldg Constr-State | 10,000,000                         |                 |          | 2,000,000      | 2,000,000 |

23. Click the printer icon to print a copy of the report.
24. Click **Return** to return to the grant project.
25. Select **File / Exit to CBS Menu** if done entering project or select **File / Create Project** to add another project. **File / Exit to CBS Menu**

## Lesson 1, Task 3 – Copy Project from Previous Biennium

In many cases the project you are requesting may exist in CBS in a previous biennium. This could be the case if the project was never funded, or if reappropriation or new appropriation is needed to complete a project in process. This step will show you how to easily copy from a past budget period to the current budget period. Optionally, you could copy an entire version through the **Version Management/Copy Versions** function.

1. Select **View/Edit Existing Projects** from the CBS menu.

**Budget Summary Console - Project Listing**

File Edit View Tools Reports Help

Project Listing

Budget Period: 2001-03 Version: TR - BASS Training

|   | Project ID | Title                           | Project Priority | Sub Project Priority | Project Format    | Project Locked           |
|---|------------|---------------------------------|------------------|----------------------|-------------------|--------------------------|
| + | 2000-4-016 | DOJ Grant                       | 0                |                      | Grants Management | <input type="checkbox"/> |
| + | 2002-2-036 | Olympia Parking Garage          | 0                |                      | Capital Project   | <input type="checkbox"/> |
| + | 2003-2-036 | Downtown Olympia Parking Garage | 0                |                      | Capital Project   | <input type="checkbox"/> |
| + | 2006-3-003 | Records Center Expansion        | 0                |                      | Capital Project   | <input type="checkbox"/> |

Sort

Agency: 105 BASS - Capital Budget System Version 1.0.30

2. Set the **Budget Period** to the previous budget period. 2001-03
3. Select the **Version** that the project you wish to copy is located in. TR
4. Click once to select the project you wish to copy. 2000-4-016 DOJ Grant
5. Select **File / Copy Project** from the CBS menu bar.

**Copy Project**

**Copy a project**  
Enter information below to define a new copy of this project.

**Copy From:**  
**Budget Period:** 2001-03    **Version:** TR- BASS Training  
**Project ID:** 2000-016    **Title:** DOJ Grant

**Copy To:**  
**Budget Period:** 2003-05  
**Version:** TR - BASS Training  
**Starting Fiscal Year:** 2000  
**Project Number:** 016    <-- The system will assign automatically if blank.  
 Format = [Site]-[Facility]: [Type of Activity]  
 e.g. UW Bothell-Music Hall: New Facility  
**Project Title:** DOJ Grant  
**Project Format:** Grants Management  
☒ Open Project After Save

Copy    Cancel

6. Select the appropriate **Budget Period** from the drop down list box to copy the project into. **2003-05**
7. Select the appropriate **Version** to copy the project in to. **<Your Initials> - <Your name> Practice**
8. Change or keep the **Starting Fiscal Year** as appropriate. **Keep as 2000**
9. Change or keep the **Project Number** as appropriate. **Keep as 016**
10. Change or keep the **Project Title** as appropriate. **Keep as DOJ Grant**
11. Change or keep **Project Format** as appropriate. **Keep as Grants Management**
12. Click to check **Open Project After Save**.
13. Click **Copy**.

**Project Console - Project Detail**

File Edit View Tools Reports Help

Project ID: 2000-4-016 Project Format: Grants Management

General Information | Description | Project Summary | Sub Projects and Funding | Operating Impact

Project Title: DOJ Grant

Previous Project ID: 2000-4-016

Is this project compliant with the Growth Management Act? ☐ Yes ☐ No ☒ N/A

Project Class: 4 Pass Through Grant/Other

OFM Priority: 6 Grant

Type of Project: 08 Grants

County: Statewide

City: Statewide

Legislative District: Statewide

Reset

Agency: 105 Budget Period: 2003-05 Version: (TR) BASS - Capital Budget System Version 1.0.30

14. View each tab of the project and make changes as necessary.

- a. Enter **Previous Project ID 2000-4-016** on the **General Information** tab.
- b. Change **SubProjects and Funding** tab data to:

|           |           |                 |                   |           |           |           |           |
|-----------|-----------|-----------------|-------------------|-----------|-----------|-----------|-----------|
| Prior     | Current   | Reappropriation | New Appropriation | 2005-07   | 2007-09   | 2009-11   | 2011-13   |
| 1,500,000 | 1,250,000 | 250,000         | 1,800,000         | 2,000,000 | 2,000,000 | 2,000,000 | 2,000,000 |

15. Select **File / Save Changes** from the CBS menu bar.

16. Select **File / Exit to CBS Menu** from the CBS menu bar.

## **LESSON 2 – REVIEW, REVISE, RELEASE**



## Lesson 2, Task 1 – Print, Review, and Revise Projects

This task involves reviewing your CBS data entry through the various reports as well as preparing the projects and version for final submittal.

1. Select **Project Management** from the CBS menu.

|   | Project ID | Title     | Project Priority | Project Locked           | Delete Project           |
|---|------------|-----------|------------------|--------------------------|--------------------------|
| 1 | 2000-4-016 | DOJ Grant | 0                | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | 2004-4-001 | HUD Grant | 0                | <input type="checkbox"/> | <input type="checkbox"/> |

2. Select the appropriate budget period and version in the drop down list boxes. 2003-05, <Your Initials> - <Your Name> Practice
3. Click once on the first project in the list to highlight.
4. Select **Reports / C2 – Capital Project Request** from the CBS menu bar and answer **No** for "Will this report be saved as a Word document?"

Preview

CBS State of Washington 1

C2 - CAPITAL PROJECT REQUEST

Budget Period: 2003-05  
 Agency: 105 Office of Financial Management  
 Version: TR BASS Training

---

Project Number: 2000-4-016 Agency Priority:  
 Project Title: DOJ Grant

Description

|                  |        |                          |                       |           |
|------------------|--------|--------------------------|-----------------------|-----------|
| Project Class:   | 4      | Pass Through Grant/Other | City:                 | Statewide |
| Type of Project: | Grants |                          | County:               | Statewide |
| OFM Priority:    | Grant  |                          | Legislative District: | Statewide |

|   |     |                      |            |
|---|-----|----------------------|------------|
| Project was requested in a previous biennium: | Yes | Previous Project ID: | 2000-4-016 |
| Compliant with Growth Management Act:         | N/A |                      |            |

- Click the printer icon to print the report.
- Click **Return** to return to the list of projects.
- Click once to highlight the next project in the list and repeat steps 4 through 6 for all projects.
- Select **Reports / C1 – 10-Year Capital Plan** from the CBS menu bar and answer **No** for "Will this report be saved as a Word document?"

Preview

CBS State of Washington


C1 - Ten Year Capital Program Summary

Budget Period: 2003-05  
 Agency: 105 Office of Financial Management  
 Version: TR BASS Training

| Agency<br>Priority | Project by Fund/Appropriation Type                    | Estimated<br>Total | Prior<br>Expenditures |
|--------------------|---|--------------------|-----------------------|
| Project Class:     | Pass Through Grant/Other                              |                    |                       |
| 0                  | 2000-4-016 DOJ Grant<br>057-1 State Bldg Constr-State | 11,300,000         | 1,250,000             |
| 0                  | 2004-4-001 HUD Grant                                  |                    |                       |

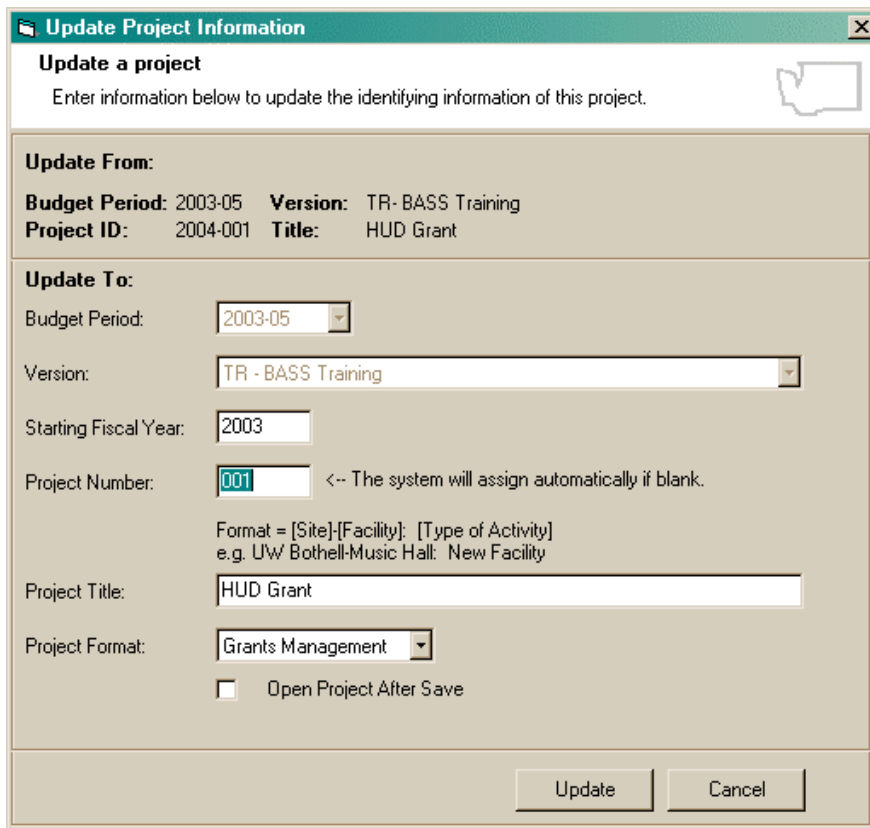
- Click the printer icon to print the report.
- Click **Return** to return to the list of projects.

11. Review all reports for accuracy and note needed changes.
12. Double click to open the first project requiring changes. **HUD Grant-<Your Name>**
13. Make necessary changes. **Change funding to all fund 001-2:**
  - a. Add fund/appropriation type 001-2
  - b. Duplicate estimates from 057-1 into 001-2
  - c. Click anywhere in the funding row for fund 057-1.
  - d. Select **Edit / Delete Worksheet Row** from the CBS menu bar.

 *Note: You cannot change a fund once it has been saved. You must add the correct fund, then delete the erroneous fund.*

| Prior | Current | Reappropriation | New Appropriation | 2005-07   | 2007-09   | 2009-11   | 2011-13   |
|-------|---------|-----------------|-------------------|-----------|-----------|-----------|-----------|
| 0     | 0       | 0               | 2,000,000         | 2,000,000 | 2,000,000 | 2,000,000 | 2,000,000 |

14. Select **File / Save Changes** from the CBS menu bar.
15. Select **View / Project Listing** from the CBS menu bar.
16. Repeat steps 12 through 15 for all projects requiring changes.
17. If a project requires a change in starting fiscal year or project number, click once to highlight the project then select **File / Update Project**. **HUD Grant – <Your Name>**



**Update Project Information**


**Update a project**  
Enter information below to update the identifying information of this project.

**Update From:**  
**Budget Period:** 2003-05    **Version:** TR - BASS Training  
**Project ID:** 2004-001    **Title:** HUD Grant

**Update To:**  
**Budget Period:** 2003-05  
**Version:** TR - BASS Training  
**Starting Fiscal Year:** 2003  
**Project Number:** 001 <-- The system will assign automatically if blank.  
 Format = [Site]-[Facility]: [Type of Activity]  
 e.g. UW Bothell-Music Hall: New Facility  
**Project Title:** HUD Grant  
**Project Format:** Grants Management  
☐ Open Project After Save

Update Cancel

18. Change the required information. **New starting fiscal year 2003.**
19. Click the **Update** button.
20. Select **Tools / Project Management** from the CBS menu bar.
21. If a project title needs to be changed, select the **Project Identification** tab.
22. Select the appropriate **Budget Period** from the drop down list box. **2003-05**
23. Change the title of the project in this list by double clicking on the existing title. Hit enter when done with the change and make sure the new title shows in blue before saving.. **Make sure you are changing your project number as recorded in Lesson 1, Task 2 and change project to HUD Low-Income House Maintenance Grant**

 *A note about project titles – Project titles can only be changed in the **Project Management / Project Identification** screen. Once a combination of starting fiscal year and project number has a title associated with it, this title is carried throughout all versions for that budget period. Changing the title here changes it for all versions. Only Budget Operations users may update a project title.*

24. Hit the **Save** button to save changes.
25. Select **View / Project Listing** from the CBS menu bar.
26. Reprint C2 reports for projects that have been updated as well as the C1.
27. Review all reports for accuracy.

## Lesson 2, Task 2 – Capital FTE Entry and Reporting

The Capital FTE screen is to be used by agencies that have dedicated capital project staff funded by Capital dollars. This entry and report on capital FTEs and associated cost is the basis for future allotments.

1. Select **Tools / Agency Capital FTEs** from the CBS menu bar.

**Budget Management Console - Capital FTEs**

File Edit View **Tools** Reports Help

Budget Period: 2003-05 Version: VR BASS Practice

| Range             | Job Classification | FY 2002    | FY 2003    | FY 2004    | FY 2005    |
|-------------------|--------------------|------------|------------|------------|------------|
| 40                | Engineer 4         | 1.0        | 1.0        | 1.0        | 1.0        |
| 60                | Cap Prog Fac Mgr   | 1.0        | 1.0        | 1.0        | 1.5        |
| 39                | Sec Admin          | 1.0        | 1.0        | 1.0        | 1.0        |
| <b>Total FTEs</b> |                    | <b>3.0</b> | <b>3.0</b> | <b>3.0</b> | <b>3.5</b> |

| Fund AT Code         | Fund Title                  | FY 2002        | FY 2003        | FY 2004        | FY 2005        |
|----------------------|-----------------------------|----------------|----------------|----------------|----------------|
| 057-1                | State Bldg Constr - State   | 150,000        | 160,000        | 175,000        | 200,000        |
|                      | <-- Enter Fund AT Code Here |                |                |                |                |
| <b>Total Fund AT</b> |                             | <b>150,000</b> | <b>160,000</b> | <b>175,000</b> | <b>200,000</b> |

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2. Select the appropriate budget period and version in the drop down list boxes. 2003-05, <Your Initials> - <Your Name> Practice
  3. Enter the **Range** of the first job classification in the first row under that column heading and hit the **Tab** key. 40
  4. Enter the **Job Classification** title in the first row under that column heading then hit the **Tab** key. Engineer 4
  5. Enter the appropriate number of FTEs for each fiscal year column. 1 FTE per fiscal year
  6. Add other job classifications as needed.
- |                     | FY2002 | FY2003 | FY2004 | FY2005 |
|---------------------|--------|--------|--------|--------|
| 60-Cap Prog Fac Mgr | 1.0    | 1.0    | 1.0    | 1.5    |
| 39-Sec Admin        | 1.0    | 1.0    | 1.0    | 1.0    |
7. Enter the appropriate fund/appropriation type combination in the cell to the right of <-- Enter Fund AT Code Here and hit the tab key. 0571

8. Enter the estimated expenditures required to support these FTEs. *Note: Capital FTE expenditure estimates should include all staffing costs including salaries, benefits, goods & services, travel, etc.*

|                                |               |               |               |               |
|--------------------------------|---------------|---------------|---------------|---------------|
|                                | <b>FY2002</b> | <b>FY2003</b> | <b>FY2004</b> | <b>FY2005</b> |
| 057-1 State Bldg. Constr-State | 150,000       | 160,000       | 175,000       | 200,000       |

9. Select **File / Save Changes** from the CBS menu bar and select **Yes** on the prompt.
10. Run the **Pre-Release Edit Report** clicking the **Include Capital FTEs** option to verify Capital FTE data for this version. **Skip this step in training. Report not yet available.**
11. Click **Return** to close the report after verifying the report.
12. If necessary, make edits to the Capital FTE screen to rectify any critical errors related to the Capital FTEs and re-run the Pre-Release Edit report to ensure error is cleared. **Skip this step in training**
13. Select **Reports / Capital FTE Summary** from the CBS menu bar. Select **No** on the 'Will be for Word' prompt.

**CBS** 8:20:33AM  
4/30/2002  
Page 1 of 1

**State of Washington  
Capital Budget FTE Summary**

**Budget Period:** 2003-05  
**Agency:** 105 Office of Financial Management  
**Version:** VR BASS Practice

| <b>Fund/AT</b><br><b>Code Fund/Appropriation Type Title</b> |   | <b>2001-03 BIENNium</b> |                | <b>2003-05 BIENNium</b> |                |
|---|---|-------------------------|----------------|-------------------------|----------------|
|   |   | <b>FY 2002</b>          | <b>FY 2003</b> | <b>FY 2004</b>          | <b>FY 2005</b> |
| 057-1   | State Building Construction Account - State | 150,000                 | 160,000        | 175,000                 | 200,000        |
| <b>Total Funding</b>  |   | <b>150,000</b>          | <b>160,000</b> | <b>175,000</b>          | <b>200,000</b> |

| <b>Range Job Class Title</b> |                  | <b>2001-03 BIENNium</b> |                | <b>2003-05 BIENNium</b> |                |
|------------------------------|------------------|-------------------------|----------------|-------------------------|----------------|
|                              |                  | <b>FY 2002</b>          | <b>FY 2003</b> | <b>FY 2004</b>          | <b>FY 2005</b> |
| 39                           | Sec Admin        | 1.0                     | 1.0            | 1.0                     | 1.0            |
| 40                           | Engineer 4       | 1.0                     | 1.0            | 1.0                     | 1.0            |
| 60                           | Cap Prog Fac Mgr | 1.0                     | 1.0            | 1.0                     | 1.5            |
| <b>Total FTEs</b>            |                  | <b>3.0</b>              | <b>3.0</b>     | <b>3.0</b>              | <b>3.5</b>     |

14. Click the printer icon to print a copy of this report. **Skip this step in training. A sample of this report is available in Appendix 3.**
15. Click **Return** to return to the Capital FTE screen.
16. Review report for accuracy and make any needed changes to the Capital FTE screen. **Assume all okay and skip to next task**
17. Print a final report if necessary.

## Lesson 2, Task 3 – Finalize and Print Agency Budget Request

The final steps of preparing the agency 10-year capital plan in CBS involve prioritizing projects and locking projects and versions so that users with who do not have Budget Operations security cannot make unwanted changes.

1. Select the **Prioritize Projects** tab.

| New Priority | Project ID | Title                                    | Project Locked | Project Priority |
|--------------|------------|--|----------------|------------------|
| 1            | 2003-4-001 | HUD Low-Income Housing Maintenance Grant | Unlocked       | 0                |
| 2            | 2000-4-016 | DOJ Grant                                | Unlocked       | 0                |

2. Select the appropriate **Budget Period** and **Version** from the drop down list boxes. **2003-05**, **<Your Initials> - <Your Name> Practice**
3. Click once to highlight the first priority project and click the **Up** button. **Move the second project to the first priority**
4. Click **Save**.

*Note: Once this screen is saved, each project in the list will be saved with a priority equal to the order in the list as demonstrated by the **New Priority** indicator. Many options exist to assist in sorting projects in the appropriate order including Top, Bottom, and Move To.*

5. Click the **Lock/Delete Projects** tab.

**Budget Management Console - Project Management**

File Edit View Tools Reports Help

Lock/Delete Projects | Prioritize Projects | Project Identification |

Budget Period: 2003-05 Version: TR - BASS Training

|   | Project ID | Title                                    | Project Priority | Project Locked                      | Delete Project |
|---|------------|--|------------------|-------------------------------------|----------------|
| 1 | 2003-4-001 | HUD Low-Income Housing Maintenance Grant | 1                | <input checked="" type="checkbox"/> |                |
| 2 | 2000-4-016 | DOJ Grant                                | 2                | <input checked="" type="checkbox"/> |                |

Save Reset

Agency: 105 BASS - Capital Budget System Version 1.0.30

6. Select the appropriate **Budget Period** and **Version** from the drop down list boxes. 2003-05, <Your Initials> - <Your Name> Practice
7. Click to check the box under the **Locked** column for each project. Note: Locking the project ensure that users with Edit Access security cannot change the project.
8. Select **Reports / C1 – 10-Year Capital Plan** from the CBS menu bar selecting **No** for "Will this report be saved a Word document?"
9. Click the printer icon to print this report.
10. Click **Return** to return to **Lock/Delete Projects**.
11. Click once to select the first project, and then select **Reports / C2 – Capital Project Request** from the CBS menu bar to run a final copy. Repeat for each C2.
12. Click **Save**.
13. Select **Tools / Version Management** from the CBS menu bar.



**Budget Management Console - Version Management**

File Edit View Tools Reports Help

Add/Update Version | Copy/Merge Version | Delete Version |

Budget Period: 2003-05

|   | Version | Title         | Budget Type | Locked                              | Cor |
|---|---------|---------------|-------------|-------------------------------------|-----|
| 1 | TR      | BASS Training | Regular     | <input checked="" type="checkbox"/> |     |
| 2 |         |               |             | <input type="checkbox"/>            |     |

Save Reset

Agency: 105 BASS - Capital Budget System Version 1.0.30

14. Select the appropriate **Budget Period** from the drop down list boxes. **2003-05**
15. Click to check the box under the **Locked** column for the appropriate version. *Note: Locking this version means that users with Edit Access security cannot add or change projects within the version.* **<Your Initials> - <Your Name> Practice**
16. Click **Save**.
17. Select **File / Exit to BASS Menu** from the CBS menu bar.

## Lesson 2, Task 4 – Transmit Data to OFM

The OFM Budget Division does not have access to your CBS data until it is electronically released to their internal system (BuildSum). Security for releasing data is granted separately from the BDS system. If you do not have an icon for **Release Data to OFM**, you do not have security to release data. Run an **Agency Access** report to determine who does have access for your agency.

**WARNING – If practicing at your agency, do not complete this step. This will release data to OFM.**

1. Click on the **Release Data to OFM** icon from the BASS Main Menu. **Not available in training**



2. Select the **CBS** tab.

Agency: Office of Financial Management

PMTES - Tracking | PMTES - Budget | BDS | BDS - Gov's Recast | CBS

**Release Capital Data to OFM**

Budget Period: 2001-03 | Version: JI - New One

☒ Include Project Info, Schedule, C100, Funding and Operating Impact.

Project: All Projects

☐ Include Capital FTEs. | ☐ Delete Previous Submittal Data for Entire Agency.

Release

3. Select the appropriate budget period for this budget submittal. **2003-05**
4. Select the appropriate version to release. **<Your Initials> - <Your Name> Practice**
5. Make sure that the box for **Include project information** is checked.
6. Leave the **Project** drop down list box as **All Projects**.
7. Click to **Include Capital FTEs** if appropriate for your agency.
8. If visible, click to check **Delete Previous Submittal Data for Entire Agency**. *Note: This field is only available if data has previously been released for your agency in the selected budget period. The only time you would not check this box is if you are submitting a particular decision package and do not wish to start with a fresh set of data on the OFM side.*

9. Click the **Release** button.
10. You should receive a message that the data has been released.
11. Exit and Logoff BASS.

## **Appendix 1 – Business Rule Notes**

### **Project Detail**

- If "statewide" is selected for one location option on the General Information tab, all location options should read "statewide". In many cases this will default for you.
- The Project Published Summary will be electronically submitted to OFM for use in development of the Governor's 10-Year Capital Plan. This should be a very brief summary appropriate for Governor document publication.
- The questions in the Project Description text block serve as a template for what type of information OFM will be looking for in your project description. You may edit or delete the questions as needed to meet the needs of this project. However, OFM does require all information requested be contained within the description.
- The Project Summary tab is optional for Grants Management projects.
- CBS will present a listing of valid funds and appropriation types to choose from if an invalid fund or appropriation type is entered in any fund field.
- You cannot change a fund once it has been saved. You must add the correct fund, then delete the erroneous fund.

### **Capital FTEs**

- Capital FTE expenditure estimates should include salaries, benefits, goods & services, travel, etc.
- CBS will present a listing of valid funds and appropriation types to choose from if an invalid fund or appropriation type is entered in any fund field.
- You cannot change a fund once it has been saved. You must add the correct fund, then delete the erroneous fund.

### **Version Management**

- The version code you assign is independent of any previous version codes in prior CBS budget periods or other published budgets. This code is your own.
- Locking a version means that users with Edit Access security cannot add or change projects within the version.

## **Project Management**

- Project titles can only be changed in the **Project Management / Project Identification** screen. Once a combination of starting fiscal year and project number has a title associated with it, this title is carried throughout all versions for that budget period. Changing the title here changes it for all versions. Only Budget Operations users may update a project title.
- Once the Project Priority screen is saved, each project in the list will be saved with a priority equal to the order in the list as demonstrated by the **New Priority** indicator. Many options exist to assist in sorting projects in the appropriate order including Top, Bottom, and Move To.
- Locking the project ensure that users with Edit Access security cannot change the project.

## **Data Release**

- The **Delete Previous Submittal Data for the Entire Agency** is only available if data has been released for your agency in the selected budget period previously. The only time you would not check this box is if you are submitting a particular project and do not wish to start with a fresh set of data on the OFM side.

## Appendix 2 – Pre-Release Edits and Remedies

### Preliminary DRAFT

| <b>Problem</b>                                | <b>Error Message</b>   | <b>Severity</b> |
|---|--|-----------------|
| No Project Class                              | Project 2001-2-004 does not have a project class assigned. The project class is a mandatory field.   | Critical        |
| No OFM Priority                               | Project 2001-2-004 does not have an OFM Priority assigned. The OFM priority is a mandatory field.  | Critical        |
| Type of Project                               | Project 2001-2-004 does not have a type of project assigned. The type of project is a mandatory field.   | Critical        |
| No County                                     | Project 2001-2-004 does not have a county assigned. The county is a mandatory field. Statewide and Out-of-State are additional options available for your convenience.                             | Critical        |
| No City                                       | Project 2001-2-004 does not have a city assigned. The city is a mandatory field. Statewide and Out-of-State are additional options available for your convenience.                                 | Critical        |
| No Leg District                               | Project 2001-2-004 does not have a legislative district assigned. The legislative district is a mandatory field. Statewide and Out-of-State are additional options available for your convenience. | Critical        |
| No long project description                   | Project 2001-2-004 does have a long project description.   | Warning         |
| No Project Published Summary                  | Project 2001-2-004 does have a Project Published Summary. This summary is required by OFM.   | Critical        |
| Invalid Fund                                  | The Fund / Appropriation Type (996-Z) entered for project 2001-2-004 is not valid.   | Critical        |
| Minor Works >\$1m                             | Project 2001-2-004 sub project 01-Barn Repair has a total greater than \$1 million.  | Warning         |
| Project Summary/<br>Funding out of<br>balance | The Project Summary project total of \$1,200,000 does not match the funding tab project total of \$1,250,000.  | Warning         |
| Operating Fund<br>996-Z (future<br>biennia)   | Project 2001-2-004 has amounts entered in fund 996-Z for future biennium. It is strongly recommended that you identify the fund the operating impact of this project will be funded.               | Warning         |
| Operating Fund<br>996-Z (ensuing<br>biennium) | Project 2001-2-004 has amounts entered in fund 996-Z for the ensuing biennium. Operating dollars for the ensuing biennium must have a valid fund.  | Critical        |
| Invalid Operating<br>Fund.                    | Project 2001-2-004 has amounts entered for fund 530-1. This is not a valid fund.   | Critical        |
| FTEs without<br>dollars                       | Project 2001-2-004 has FTEs indicated in the Operating tab without associated operating dollars.   | Warning         |
| Capital FTE<br>(missing<br>information)       | The Capital FTE job class records must contain both a job class and range for each line.   | Critical        |
| Dollars for Capital<br>FTE Missing            | The Capital FTE screen has FTEs, but no dollars associated for fiscal years 2001, 2002.  | Warning         |
| FTE Missing from<br>Capital FTE               | The Capital FTE screen has dollars, but no FTEs listed for fiscal year 2001, 2002.   | Warning         |

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**State of Washington  
Office of Financial Management  
Accounting and Administrative Services Division  
Statewide Financial Systems**

**BUDGET AND ALLOTMENT SUPPORT SYSTEM (BASS)  
SECURITY MAINTENANCE**

*Leave shaded areas blank*

| Select Systems:  | Security Level |                |              | Action        |                  |
|--|----------------|----------------|--------------|---------------|------------------|
|  | Budget<br>Ops  | Edit<br>Access | Read<br>Only | Add<br>Access | Delete<br>Access |
| Performance Measure Tracking Estimates System (PMTES)                                    |                |                |              |               |                  |
| Automated Upload Transaction Option (AUTO)   |                |                |              |               |                  |
| Budget Reporting System (BRS) <i>(formerly VRS)</i>                                      |                |                |              |               |                  |
| BPS1 Extract   |                |                |              |               |                  |
| Budget Development System (BDS)  |                |                |              |               |                  |
| Capital Budgeting System (CBS)   |                |                |              |               |                  |
| Data Release to OFM:   |                |                |              |               |                  |
| <input type="checkbox"/> PMTES <input type="checkbox"/> BDS <input type="checkbox"/> CBS |                |                |              |               |                  |
| State Intranet Access (if you can access swfs.ofm.wa.gov, you have access).              |                |                |              |               |                  |

**User Identification:**

Login ID: \*\* |\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|

\*\* First five characters are agency code (3), sub-agency code (1) and reserved for future use (1) (default to 0). (eg. 10500 is OFM)

Next eight characters at agency discretion with first three characters required (local area network ID is recommended).

Agency Code #: |\_|\_|\_|\_|\_|\_|    Agency Name: \_\_\_\_\_

User Name: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Requested by: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_

Telephone #: (\_\_\_\_) \_\_\_\_\_ Effective Date (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_

**Approval (REQUIRED):**

Approval Signature: \_\_\_\_\_

Approval Name (please print): \_\_\_\_\_

Telephone #: (\_\_\_\_) \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_

Send **original** form to:

*Financial Systems Security Administrator  
OFM Accounting & Administrative Services Division  
PO Box 43113  
Olympia, WA 98504-3113*

For prompt service, FAX completed form to (360) 586-3964. **Please also send the original form.**

**(OFM USE ONLY)**

Product Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

User record entered by: \_\_\_\_\_ Date: \_\_\_\_\_